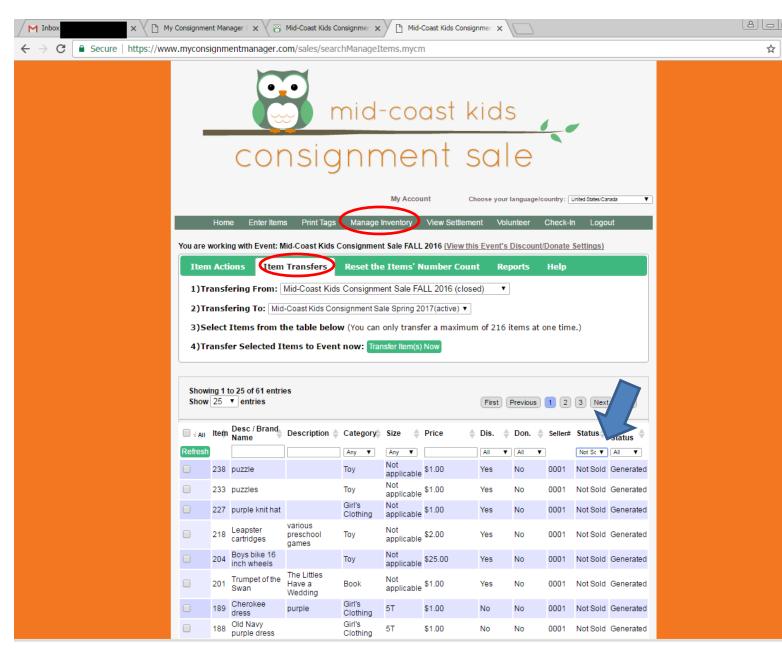
## How to Transfer Items to this season's Sale

- 1. Log into your account https://www.myconsignmentmanager.com/midcoastkidsconsignmentsale/
- 2. Click "Manage Inventory" from the top menu bar
- 3. Click on "Item Transfers" tab and select 1) Mid-Coast Kids Consignment Sale Fall 2016 (closed) and 2) Mid-Coast Kids Consignment Sale Fall 2017 (active)
- 4. Go to "Status" (see arrow). Click on the down arrow and select "Not Sold". Then move to the left and click on the "Refresh" button in green. The data should refresh and only your non-sold items should appear.



- 5. Click on the box next to the Item Number that you want to transfer. Remember you can only do 216 items at a time.
- 6. Click on the green "Transfer Item(s) Now button
- 7. Read the pop-up screen that reminds you to check your seller number. Click on OK.
- 8. The items will now be gone from your screen.
- 9. Click on "Manage Inventory". It will show you the newly imported entries as current items. Done!